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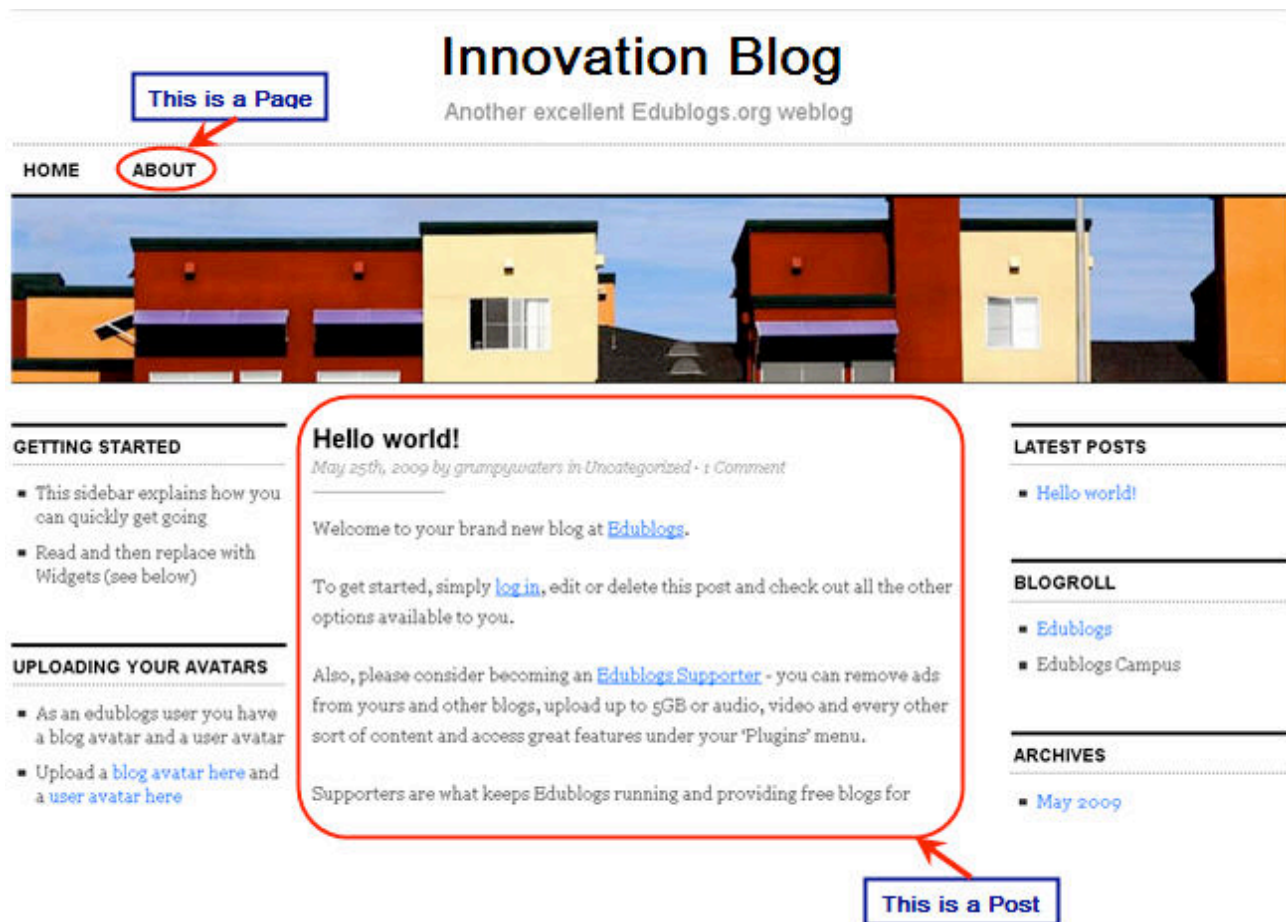


## Writing Your First Post

by [Sue Waters](#) on July 29, 2009 - Comments Off

Blogs are composed of two main structures: posts and pages. New bloggers often struggle with the concept of posts and pages. See [Differences Between Blog Pages and Posts](#) to understand their key differences.

Every newly created blog is the same default lay out with posts displayed on its front page ('Home') with a 'Hello World' post and an ['About' page](#). When you publish posts they are displayed in reverse chronological order with your most recent post at the top of your post page.



There are two main ways to write a new post:

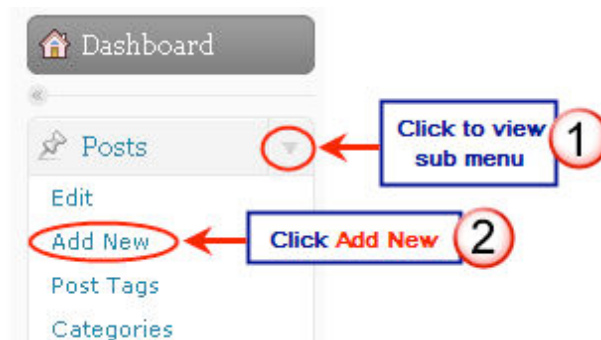
- The **Add New Post** Screen
- The **QuickPress Module** on your Dashboard

## Using the Add New Post Screen To Write Posts

The **Add New Post** Screen is a more advance post editor compared to using the QuickPress and is the main screen where you'll write most posts. Besides providing more post options it is better suited to writing longer posts.

There are two options for accessing your **Add New Post** screen:

### 1. Post > Add New



## 2. **New Post** button in the upper corner of your blog's admin screens

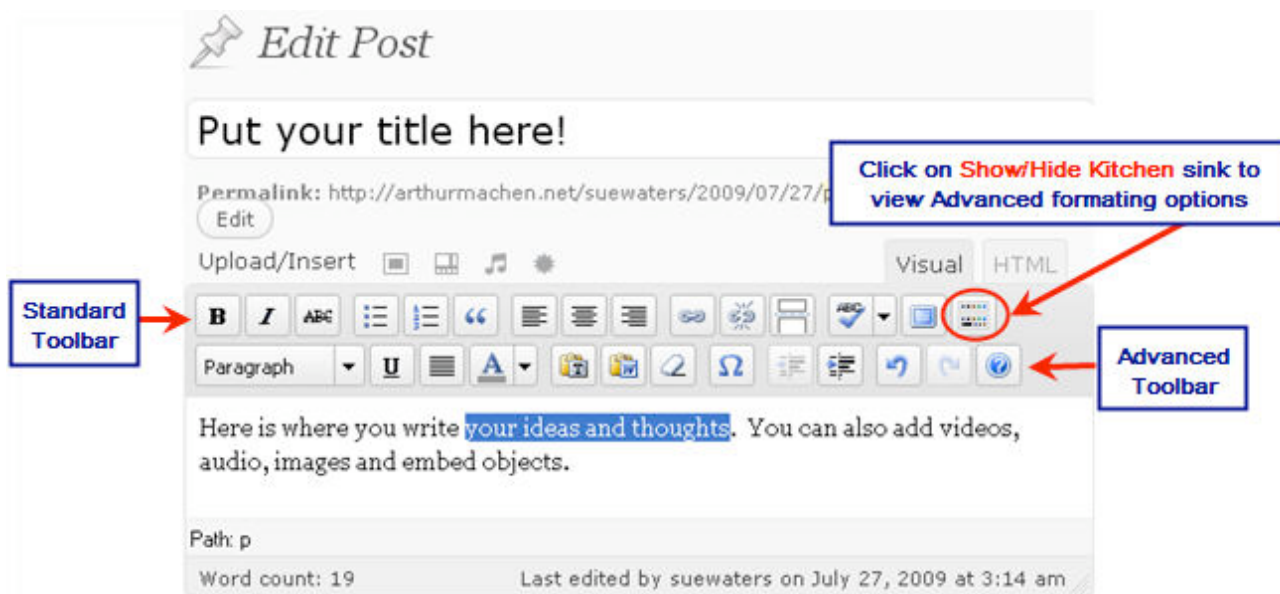


### Brief Overview of Your Add New Post Screen

The area where you write your post is by default in Visual Editing mode which uses WYSIWYG (What You See Is What You Get) option for formatting.

It works similar to any Word processing software. Simply write your post, highlight any text you want to format and then click the appropriate button in the toolbar to add formatting such as bold, italics, number list.

The **Show/Hide Kitchen Sink** button is used to view the advanced formatting options including heading styles, underlining, font color, custom characters, undo, redo.



**Now all you need to do to write a post is:**

1. Give your post a Title
2. Add your content
3. Add your tags and categories
4. When finished writing click **Publish**.

*TIP :*

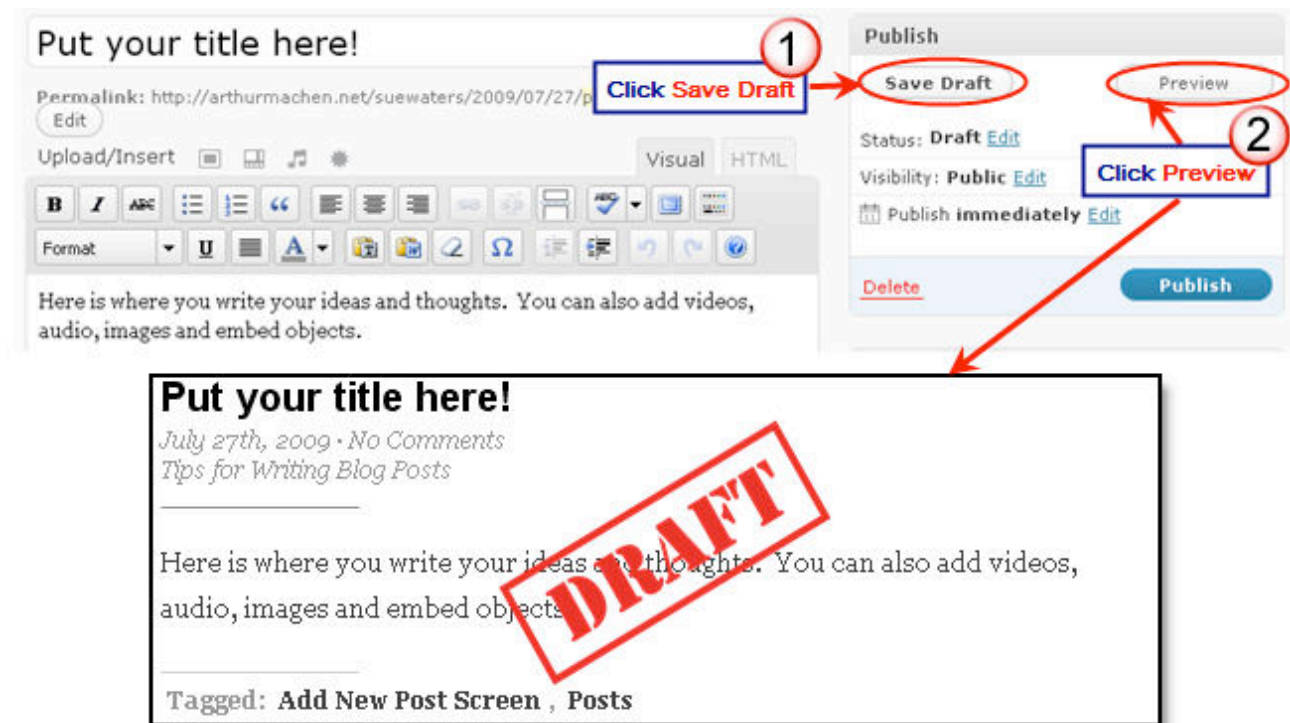
New bloggers often struggle with the concept of tags and categories but its important to start using them well when you first start blogging. See [Tags and Categories](#) to understand their key differences.

The screenshot shows the 'Add New Post' interface. At the top, a red circle with the text 'Put your title here!' points to the title input field, which is also labeled 'Add Title' with a circled '1'. Below the title field is a permalink and an 'Edit' button. A rich text editor follows, with a red circle and the text 'Here is where you write your ideas and thoughts. You can also add videos, audio, images and embed objects.' pointing to the editor area, labeled 'Add content' with a circled '2'. To the right, the 'Publish' section includes 'Save Draft' and 'Preview' buttons. Below these, the status is 'Draft' with an 'Edit' link, and visibility is 'Public' with an 'Edit' link. A 'Publish immediately' button with an 'Edit' link is also present. A red circle with the text 'Click Publish' points to a blue 'Publish' button, labeled with a circled '4'. Below the 'Publish' button is a 'Post Tags' section with an 'Add new tag' input and an 'Add' button. It includes instructions to 'Separate tags with commas.' and links for 'Posts', 'Add New Post Screen', and 'Choose from the most used tags in Post Tags'. A red circle with the text 'Add tags and categories' points to the 'Post Tags' section, labeled with a circled '3'. Below the 'Post Tags' section is a 'Categories' section with 'All Categories' and 'Most Used' tabs. It shows a checked box for 'Tips for Writing Blog Posts' and an unchecked box for 'Uncategorized'.

## Previewing your Draft

Before you publish your post it is a good idea to use the Preview option to see what it looks like to your readers.

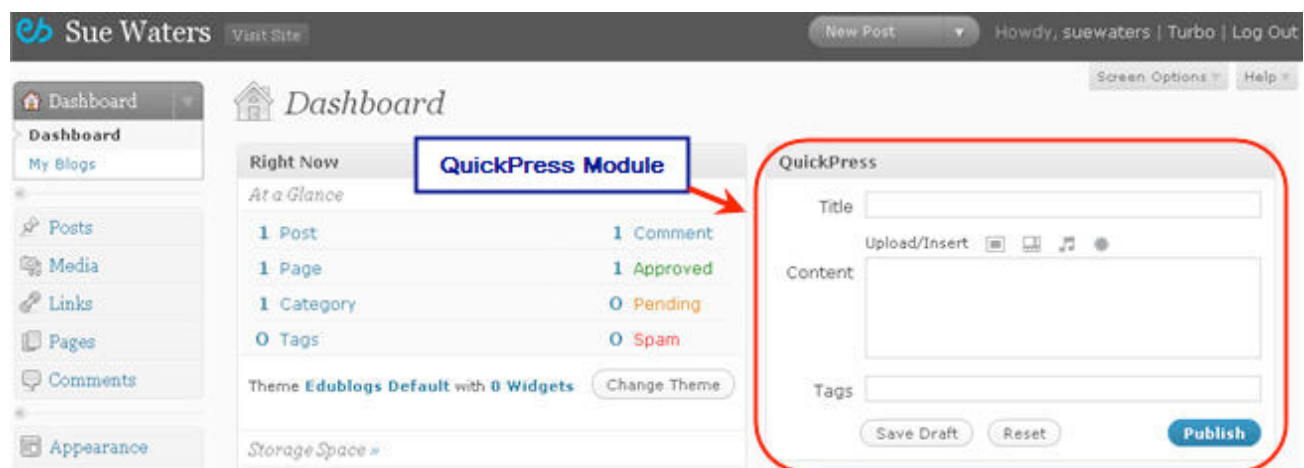
You preview a post by clicking on **Save Draft** and then **Preview**. This opens up a draft version of your post in a new tab. To make edits just go back to your **Add New Post** screen.



## Using the QuickPress module on your blog Dashboard

The QuickPress module is a mini-post editor that lets you quickly write a post including title, add media files and add tags directly from your dashboard. It also gives you the option of saving it as a draft or publishing immediately.

For more post options such as adding categories, scheduling future publish dates you should use the **Add New Post** screen.



Filed under: [Working with posts and pages](#) Tags: [Add New Post](#), [Add New Post screen](#), [draft](#), [Post](#), [Posts](#), [preview](#), [QuickPress](#), [QuickPress Module](#), [Show/Hide Kitchen sink](#)

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